

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Sanitation Superintendent **GR:** 18 **FLSA:** EX **DATE:**
04/13/2006

DEPARTMENT: Public Works **DIVISION:** GS/Sanitation

REPORTS TO: General Services Director **APPROVED:** _____ **JOB CODE:** 4088

GENERAL DESCRIPTION:

Under general direction, performs technical, supervisory work directing the activities of a variety of sanitation operations and programs including: removal and disposal of refuse, collection of recycling materials and yard waste, and the Household Hazardous Waste Facility. In addition, the superintendent enforces sanitation ordinances and regulations. Work varies, requiring interpretive judgement within prescribed standards and procedures; has significant opportunity for discretion and independent action.

TYPICAL DUTIES:

Plans, directs, and schedules the collection of refuse, garbage, yard waste, and recycling materials. Supervises the operation of the Household Hazardous Waste Facility, Sanitation collection operations and the Curbside Recycling Service. Schedules, supervises, and oversees trash hauling, garbage collection, yard waste collection, recycling collection, and other activities, along with enforcement of regulations relating to sanitation; assigns crews; reviews complaints regarding sanitation and takes appropriate action; reviews, purchases, and/or recommends for purchase, the kind and amount of equipment and materials needed; reviews and recommends personnel needs; prepares budget requests for section; analyzes and interprets costs reports, work records, operating procedures and institutes changes indicated; uses various computer software programs to produce reports, presentations, and spreadsheets; coordinates work of sanitation section with other sections; agencies and departments; attends meetings with other jurisdictions, departments, local businesses and institutions as required; aids in emergency and storm related activities; continually reviews system and systems of other jurisdiction and on recycling to determine areas of improvement; prepares periodic operating reports; and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Serves as a section head of a major division.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to graduation from high school and five years of progressively responsible experience in solid waste or related sanitation operations, including three years of supervisory experience; environmental college level course work is desirable; possession of valid Kansas commercial driver's license with air brake endorsement.

RESIDENCY REQUIREMENTS:

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)
Efficiently and effectively handle complaints received. (Daily)

ESSENTIAL JOB FUNCTIONS CONTINUED:

Plans, directs and schedules collection and disposal of trash and garbage effectively and efficiently. (Daily)

Disposal of trash and garbage. (Daily)

Effectively directs the Household Hazardous Waste Facility. (Daily)

Maintain and exhibit discretion and integrity at all times when handling confidential data. (Daily)

Possess and maintain thorough knowledge of equipment, materials, policies, practices, safety and regulations relative to refuse collection, disposal and Household Hazardous Waste Facility. (Daily)

Effectively assign and supervise personnel. (Daily)

Prepare sound and accurate budget recommendations and maintain expenditures within budget. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Medium, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds force frequently, and/or up to 10 pounds of force constantly to more objects.

Climbing/Balancing: Climbs inclines, uneven surfaces, balance required

Walking: Limited to occasional walked required

Stooping/Bending: Limited to occasional stooping, bending and twisting required

Stand/Sit: Sit about 50 percent of the time

Reaching: Occasional reaching, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Frequently perceive nature of sounds by ear

Speech: Frequently express ideas by means of spoken words

Eye/Hand/Foot Coordination: Limited to occasionally walks, pushes carts, works clutch operated equipment and levers

Manual Dexterity: Limited to occasionally uses mechanic's hand tools

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside

Cold/Heat: Adverse weather conditions possible

Wet/Dry: Adverse weather conditions possible

Noise/Vibrations: Exposed to heavy construction noise

Hazards: Moderate exposure to traffic safety and construction areas

Fumes/Dust/Odors: Minimal exposure to dust, odors and fumes

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to listen and apply information and instructions.

Ability to organize information and prepare records.

Ability to understand mathematical concepts to include basic arithmetic.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Sanitation packer truck, dump truck, lifts, shovels, rakes, brooms and power washer, computer, adding machine, telephone.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.